**Diné College Institutional Review Board (IRB)**

**Meeting Minutes**

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| **Location:**  NHC 3rd floor conference room at the Tsaile campus | **Date and Time:** Friday, Aug 25, 2017, at 11am |
|  | **Attendees:** Sara Kien (Chair), Thomas Bennett, Donald Chee, Mark Bauer, Frank Morgan, Herman Cody, Perry Charley, Martha Austin-Garrison |
| **Agenda Item** | **Notes and Actions** |
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| 1. Introductions 2. Development of IRB, Roles and Responsibilities, IRB Policies 3. Elect a Chair 4. Review first draft of IRB Procedures 5. Meeting times, training, and budget 6. Open Discussion | All IRB members present provided introductions.  Sara Kien and Mark Bauer provided summary of all IRB activities to date, including:   * Diné College IRB task force to re-establish IRB included Mark Bauer, Thomas Bennett, Sara Kien, Amanda McNeill, and Lisa Eutsey * BOR resolution approving IRB policies   + Policies enable Diné College IRB to possess final decision-making authority for all projects in which Diné College students are the Principle Investigators. All other projects involving Diné College students, faculty, or staff in any way must also be reviewed by the Diné College IRB and must then proceed to the Navajo Nation Human Research Review Board (NNHRRB) for final review. * Support letter from NNHRRB * Renewal of Federalwide Assurance with the US Department of Human Health and Services * Sara Kien appointed as temporary IRB Chair for summer * Review 6 student projects in the Summer Research Enhancement Program. Approved strictly for educational purposes * Developed draft of annual IRB budget * Coordination with Administration to establish workload   + IRB Chair receives 3 workload credits per semester due to heavy workload     - Deliverables include IRB meeting minutes to document workload   + IRB serves as required standing committee contribution for regular faculty   Procedures for electing a chair: Nominations, accept nominations, vote. Mark Bauer moves to approve these procedures. Frank Morgan seconds. Vote: 8 in favor, 0 opposed, 0 abstain.  Mark Bauer nominated Sara Kien. Sara Kien accepted the nomination. No other nominations. Frank Morgan votes to close nominations. Herman Cody seconds. Vote: 8 in favor, 0 opposed, 0 abstain. Sara Kien becomes IRB Chair by default.  Sara Kien had sent out the wrong draft of the procedures before the meeting. She sent out the correct draft during the meeting. IRB members’ agree to review draft of procedures and provide comments/feedback to Sara Kien by Friday Sept 8th. Sara will compile all comments/feedback by Friday Sept 15th and send to the IRB members. All members will review all comments/feedback in preparation for Sept 22nd IRB meeting. The plan is to finalize procedures during Sept 22nd meeting and be prepared to operate as a full IRB by Oct 1st.   * Regular meeting times will be determined as part of reviewing/finalizing procedures. * There is an opportunity for IRB training at the 2017 Social, Behavioral, and Educational Research (SBER Conference) hosted by PRIMER in San Antonio, TX on Nov 5th. The conference will include an overview of IRB responsibilities as well as an introduction to the new Common Rule that will come into effect in January 2018. Several IRB members indicated that they could attend. Sara Kien will send out more information. * Mark Bauer will send a link for a Free NIH online training   + Provides a basic introduction to research ethics and is required for all researchers   + IRB members agreed to complete this training soon * There is an IRB Administrators’ boot camp that will become available in 2018 * Sara Kien will send out a link to the Tribal IRB Toolkit * Sara Kien will contact Bill Freeman at Northwest Indian College to inquire about training that is specific for tribal IRBs * Mark Bauer and Sara Kien presented draft of annual IRB budget that included funding for:   + Honorarium for External IRB member (community member)   + Travel funding to attend meetings   + Funding for IRB training (including travel funding and memberships)   + Funding for training materials * IRB members recommended additional budget lines that included:   + Funding for food because meetings occur during lunch   + IRB Management software   + Print, copy, and promotional costs   + Summer stipend for faculty members so that IRB can meeting during summer months * Sara Kien will update the proposed budget and submit to the Institutional Grants Office (because the budget will be housed under the IGO). * Sara Kien will submit a request for revolving funds to reimburse Frank Morgan’s travel from Albuquerque to Aug 25th meeting in Tsaile   + Additional funds will also be requested to reimburse gas/mileage or use of company vehicle   What is Human Subjects Research?   * Where is the boundary for research that is considered Human Subjects research? E.g., Environmental research that is conducted near someone’s home vs. environmental research that involves interviews and/or collecting human demographic data.   + IRB training can help to address this question   Oct 18/19 is the NNHRRB research conference. Should we have a table? We can take shifts depending on schedule. If we can develop promotional/informational documents in time then we will try to be there. If not this year, then next year. |
| **Meeting adjourned at 12:50pm** | Martha Austin-Garrison moved to adjourn. Herman Cody seconded. Vote: 8 in favor. Meeting adjourned. |
| **Next Meeting** | Sept 22nd at 11am; Location TBD |